

DIRECTIVE

WORKFORCE INVESTMENT ACT

Number: WIAD01-17

Date: April 17, 2002
69:136:lh:4629

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: TRANSFER OF FUNDS—ADULT AND DISLOCATED WORKER
FORMULA ALLOCATIONS **(INACTIVE)**

EXECUTIVE SUMMARY:

Purpose:

This directive establishes State policy and procedures for the transfer of funds between the Workforce Investment Act (WIA) Title I Adult and Dislocated Worker programs.

Scope:

This directive will apply to all Local Workforce Investment Boards (LWIB) that transfer funds between adult and dislocated worker programs.

Effective Date:

This directive is effective on July 1, 2001.

REFERENCES:

- WIA Section 133(b)(4)
- Code of Federal Regulations, Title 20 Section 667.140

STATE-IMPOSED REQUIREMENTS:

This document contains State-imposed requirements. These requirements are in ***bold italic*** print.

FILING INSTRUCTIONS:

This directive finalizes Draft Directive WIADD-31, issued for comment on March 5, 2002. Retain this directive until further notice.

BACKGROUND:

Section 133(b)(4) of the WIA states that 20 percent of funds allocated to the Title I Adult and Dislocated Worker programs may be transferred between these two funding streams. The LWIB may not transfer funds to or from the youth funding stream. The WIA Final Rule Section 667.140(b) states that before making any such transfer, a LWIB must obtain the Governor's approval. The Employment Development Department has been given the authority to approve transfers on behalf of the Governor.

POLICY AND PROCEDURES:

The LWIB may transfer up to 20 percent of their adult funds to the dislocated worker funding stream and vice versa. Additionally, funds transferred must stay within the originally allocated year of appropriation.

TRANSFERS ALLOWED

- Not more than 20 percent of adult or dislocated worker funds for July 1 through September 30 (grant codes 201 to 501 and vice versa) may be transferred.
- Not more than 20 percent of adult or dislocated worker funds for October 1 through June 30 (grant codes 202 to 502 and vice versa) may be transferred.

This transfer policy supercedes the transfer policy stated in WIAD00-3, "Adult and Dislocated Worker Split funding for Program Year (PY) 2000," dated September 11, 2000.

TRANSFERS NOT ALLOWED

- Funds cannot be transferred to or from the youth funding stream.
- Funds cannot be transferred between grant codes 201 (Adult) and 502 (Dislocated Worker) or 202 (Adult) and 501 (Dislocated Worker).

For example; a LWIB has funds allocated in subgrant (R2758XX for the 2001-02 year of appropriation. These funds may only be transferred between grant codes 201 (Adult) and 501 (Dislocated Worker) or 202 (Adult) and 502 (Dislocated Worker). The transfer may take place anytime during the two-year life of the funds. The information provided in the transfer request will provide the basis for the State's approval or denial.

The LWIB must submit transfer requests in writing. *All requests must contain the reason(s)/rationale for the transfer, including effects on local services and proposed changes to the local plan. The State will consider the following factors in its review of transfer requests:*

- Changes in planned services to eligible participants;
- Unexpected layoffs requiring additional funds;
- Changes in the goals for serving eligible participants;
- Changes in labor market conditions;
- Effect of transfer on jointly funded employment and training programs in One-Stop Career Centers;
- Effect on existing agreements for the delivery and/or coordination of employment and training services;
- Effect on current State and Local Workforce Investment Area (LWIA) employment and training systems; and
- Effect on the employment and training needs of eligible participants in the LWIA.

All transfer requests must be approved and signed off by the LWIB and reflected in the local plan of each LWIA. The “Sunshine Provision, [WIA Section 117(e)], requires the local board to make available to the public, on a regular basis through open meetings, information regarding the activities of the local board. The LWIB must make the transfer request a specific board agenda item with public comment time available. New local plan funding amounts will need to be computed based on the completed funds transfer. The local plan will have the new budget and participant forms included as the performance baseline.

There are three documents that must be submitted in order to request a transfer:

1. **Transfer Request Form (*Attachment 1*)**—This form describes who, what amount, and why the transfer is being requested. This document requires signature approval of the designated LWIB representative.
2. **Participant Worksheet (*Attachment 2*)**—This worksheet shows the revised participant plan after the funds transfer has taken place.
3. **Funding Worksheet (*Attachment 3*)**—This worksheet shows changes to the dollar amount for each of the funding streams (by grant code).

The assigned Regional Advisor will review the transfer request forms to validate the need for the transfer. On approval of the transfer request, the Workforce Investment Division’s (WID) Financial Management Unit will unilaterally transfer the funds within the LWIA master subgrant. This entire process will be completed as quickly as possible after receipt and approval of the transfer request. The WID will then forward a completed copy of the subgrant package to the LWIB.

The process is summarized as follows:

1. Complete the Transfer Request Form Signature Page (*Attachment 1*).
2. Complete the Participant Worksheet (*Attachment 2*).
3. Complete the Funding Worksheet (*Attachment 3*).
4. Have the LWIB representative review and sign the form.
5. Make a copy of the completed forms for your records.
6. Submit the completed request package to your regional advisor at the address provided below.

MAIL:

Attn: (Name of Regional Advisor)
Workforce Investment Division
Employment Development Department
PO Box 826880, MIC 69-1
Sacramento, CA 94280-0001

OVERNIGHT MAIL: Attn: (Name of Regional Advisor)
Workforce Investment Division
Employment Development Department
800 Capitol Mall, MIC 69-1
Sacramento, CA 95814

HAND DELIVERY: Attn: (Name of Regional Advisor)
Workforce Investment Division
Employment Development Department
722 Capitol Mall, Room W1077
Sacramento, CA 95814

ACTION:

Make the appropriate LWIA policy, administrative and fiscal staff aware of this directive.

INQUIRIES:

Direct all technical questions regarding this directive to your [Regional Advisor](#).

/S/ BILL BURKE
Chief
Workforce Investment Division

Attachments are available on the Internet:

1. [Transfer Request Form](#) (DOC)
2. [Participant Worksheet](#) (DOC)
3. [Funding Worksheet](#) (DOC)